

**WORKSHEET FOR REVIEW OF TE/CMAQ PROJECTS**  
**UNDER SECTION 106 OF THE**  
**NATIONAL HISTORIC PRESERVATION ACT**

SPONSOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

DESIGN CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**I. GENERAL INFORMATION**

A. Project Name and Number:

B. Project Address:

COUNTY:

C. Project Description:

Project Purpose:

Intended Use:

The Scope Of Work:

Location:

Size and Extent:

Nature Of The Work – (i.e., rehabilitation, demolition, new construction, repair, expansion, replacement, installation, etc.):

D. Attach a map indicating the precise *location of the project*. For projects in rural areas, provide a clear copy of a USGS Quadrangle Map (7.5 minute) and a county highway map; for projects in urban areas, provide a city map. Include the name of the map, date of publication and a North arrow indicator.

E. How many acres are in the project area?

F. Has this identical project or a related project been previously submitted for review?  
YES\_\_\_\_ NO\_\_\_\_ If yes, enclose a copy of the State Historic Preservation Officer's comments.

## II. INFORMATION DEFINING THE AREA OF POTENTIAL EFFECT (A.P.E)

- A. The **Area of Potential Effect** (A.P.E.) is defined as "the geographic area or areas within which an undertaking may cause changes in the character or use of historic properties, if any such properties exist. Factors considered when determining the area of potential effect include topography, vegetation, existing development, orientation of an existing resource to the project, physical siting of a resource, and existing and planned future development. The area of potential effect varies with project types. For example:
1. Rehabilitation of an historic building: the A.P.E. might include the building itself and the immediate setting.
  2. Streetscapes: the A.P.E. might include the viewshed from the street.
  3. Pedestrian/Bicycle Facilities: the A.P.E. might extend the length of the corridor and for some distance on both sides of the corridor.
  4. Heritage Highways: the A.P.E. might extend the length of the corridor and include wider areas as it passes through or near other resources.

Based on this information, describe the **Area of Potential Effect** for your project.

- B. Attach a map or site plan which indicates the *boundaries* of the A.P.E.
- C. Provide photographs that illustrate *the project area and the entire area of potential effect* as defined above. See Section VI. Instructions For Photo Documentation.

## III. SITE and ARCHAEOLOGICAL INFORMATION

- A. To your knowledge, has a cultural resources assessment or a historic resources survey been conducted in the project area? YES\_\_\_\_ NO\_\_\_\_ DO NOT KNOW\_\_\_\_  
If YES, provide the title of the report, author, date and principal investigator:
- B. Attach any available information concerning known or suspected archaeological resources in the area of potential effect.
- C. In the past has this property been used for:
- |                      |         |        |
|----------------------|---------|--------|
| 1. Farming           | YES____ | NO____ |
| 2. Pasture           | YES____ | NO____ |
| 3. Mining            | YES____ | NO____ |
| 4. Timbering         | YES____ | NO____ |
| 5. Road construction | YES____ | NO____ |
| 6. Housing           | YES____ | NO____ |
| 7. Landfill          | YES____ | NO____ |
| 8. Commercial        | YES____ | NO____ |
| 8. Industrial        | YES____ | NO____ |
| 9. Other (explain):  |         |        |
- D. Describe the condition of the soil (i.e. inundated, saturated, graded, cultivated, eroded, undisturbed, etc.)

- E. Describe what is on the property today (i.e. buildings, parking lot, house, barn, outbuildings, woods, grass, etc.)
- F. Does the project include any land disturbing activities? (haul roads, cut or fill areas, excavations, landscaping activities, ditching, utility burial, grading, etc.) YES\_\_\_\_NO\_\_\_\_ If YES, describe the nature of the work and the approximate three dimensional extent of work:
- G. Include a project specific map and/or preliminary site plan which fully describes the project boundaries and areas of land disturbing work. Note, in detail, all changes and additions proposed to be made to the existing site. Include the drawing scale information.

#### IV. BUILDING AND STRUCTURE INFORMATION

- A. Is the project located within or adjacent to a historic **district**?  
YES\_\_\_\_NO\_\_\_\_DO NOT KNOW\_\_\_\_  
If YES, the name of the district is:
- Is this historic district listed on the National Register of Historic Places?  
YES\_\_\_\_NO\_\_\_\_DO NOT KNOW\_\_\_\_
- B. Within the project area of potential effect, are there any **buildings or structures**, which are 50 years old or older? YES\_\_\_\_NO\_\_\_\_ If YES, provide photographs of each per the instructions in Section VI.
- C. Are any of the **buildings or structures** identified above listed on the National Register of Historic Places?  
YES\_\_\_\_NO\_\_\_\_DO NOT KNOW\_\_\_\_  
If YES, the names of the properties are:
- D. Does the project involve the rehabilitation, relocation, demolition or addition to any building or structure, which is 50 years old or older? YES\_\_\_\_NO\_\_\_\_ If YES, provide the following information for **each**, attaching additional sheets as necessary:
- D1. Provide the name, address and approximate date of construction:
- D2. Describe and give the approximate date of any additions or alterations that have occurred over time:
- D3. Write a brief physical description of the building or structure in its current condition.

- D4. Write a brief narrative of the history of the building including its original, later and current uses, persons known to be associated with the property, and any historical events or activities known to be associated with the building.
- D5. Provide photographs documenting the existing conditions of both the interior and exterior of the building or structure per the instructions in Section VI. Include photographs of each exterior facade of the building, the immediate setting including landscaping and outbuildings, representative interior & exterior features (i.e. mantles, windows, doors, chimneys, lighting fixtures, etc.) and all major spaces (i.e. main parlor, lobby area, courtyard, hallways).
- D6. Submit the preliminary plans for the rehabilitation including plans and elevations of the existing conditions. Note, in detail, all changes and additions proposed to be made to the existing building. Include historic drawings, if available. Do not proceed with document production until comments have been received.

#### **V. ADDITIONAL INFORMATION FOR EFFECTS DETERMINATION**

- A. An effect occurs when an action alters the characteristics of a property that may qualify it for the National Register or alters the features of a property's location, setting or use that contribute to its significance. How is the project going to affect any of the properties identified in the previous section?
- B. Will the project take away or change anything within the apparent or existing boundary of any of these historic properties?  
YES\_\_\_\_NO\_\_\_\_ If YES, explain:
- C. Will the project change the view *from* or the view *of* any of these properties?  
YES\_\_\_\_NO\_\_\_\_ If YES, explain:
- D. Will the project introduce any audible or atmospheric elements to the setting of any of these historic properties?  
YES\_\_\_\_NO\_\_\_\_ If YES, explain:
- E. Will the project result in the transfer, lease or sale of any of these historic properties?  
YES\_\_\_\_NO\_\_\_\_ If YES, explain:
- F. Elaborate on the above questions or include any additional information which you think would be helpful in the review of this project.

## VI. INSTRUCTIONS FOR PHOTO DOCUMENTATION

1. Photographs should be color or black & white, 35mm prints, or high-resolution digital photographs. Instant prints and photocopies of photographs are **not** sufficient for review. Note: Color photocopies are acceptable for two of the three copies required for submittal.
2. All photographs should be numbered and keyed to an existing site map, site plan or floor plan, as appropriate. The keys should indicate the vantage point of the photographer per the attached examples.
3. All photographs should be mounted on standard letter size paper, numbered and labeled per the attached samples. Captions should include the following information, as applicable: the orientation of the photo, a brief description of the subject, the general address or location of the view, the names, addresses and approximate construction dates of buildings and structures.
4. Most of the photographs requested are intended to document the existing conditions of the projects area and/or the area of potential effect, but historic photographs are also helpful. Include color photocopies or direct photographic reproductions of historic photographs, if any are available. Label per #3 above.

## VII. SUBMITTAL PROCEDURE

- A. Submit three (3) copies to:  

State Environmental/Location Engineer  
Georgia Department of Transportation  
3993 Aviation Circle  
Atlanta, GA 30336
- B. GDOT will circulate copies simultaneously to FHWA and SHPO.
- C. Allow thirty (30) days for FHWA/SHPO review.
- D. If you have any questions, contact the Historic Preservation Division of the Department of Natural Resources: (404) 656-2840. Ask for the Transportation Enhancement Project Review Architect or Archaeologist.